

BUILDING PERMIT CHECKLIST

*** APPLICATION FOR PERMIT**

PERMIT FEE – CHECK PAYABLE TO CITY OF SPRINGFIELD

3 PLOT PLANS (TO SCALE) – 2 IF AN ADDITION

3 SETS OF DRAWINGS – 2 IF AN ADDITION

**ARCHITECT STAMP & SIGNATURE ON EACH PAGE IF CUBIC FEET EXCEEDS 35,000
(1 & 2 FAMILY DWELLINGS EXEMPT)**

- a) foundation & footings
- b) floor plans with measurements
- c) elevations – front, rear, left side & right side
- d) framing drawings (cross sections)
- e) details (include site plan)
- f) window & door schedules

MASS CHECK – ENERGY AUDIT

ADDRESS SLIP FOR NEW BUILDINGS (from D.P.W. located @ 70 Tapley Street)

CURB CUT PERMIT (from D.P.W.)

CONSERVATION APPROVAL – (if within 100' of wetlands) (from D.P.W.)

SITE PLAN APPROVAL (from D.P.W.)

**AFFIDAVIT FROM ARCHITECT IF BUILDING OR ADDITION
EXCEEDS 35,000 CUBIC FEET (1 & 2 FAMILY DWELLINGS EXEMPT)**

SOIL COMPACTIONS FOR COMMERCIAL BUILDINGS

HISTORICAL COMMISSION APPROVAL – if in historical district

SPECIAL PERMIT

DEMOLITION

*** APPLICATION FOR PERMIT**

*** SIGN OFF SHEET FOR UTILITIES
(gas, electric, water & asbestos removal [D.E.P.]**

*** SIGNED SHEET FOR DISPOSAL OF DEBRIS**

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****AVAILABLE AT COUNTER***